

ACCOUNT CLERK III

CLASSIFICATION DEFINITION

Under limited supervision, the Account Clerk III performs the more difficult and specialized clerical accounting duties in the preparation and maintenance of financial and statistical records in a manual or automated environment; explains rules, policies, and operations related to assigned work area; may serve as a lead-worker and provide training and work assignments to a group of fiscal support staff; and performs related work as required.

The Account Clerk III is the advanced journey level in the Account Clerk series. Incumbents either act as the lead-worker to a group of fiscal support staff or exercise detailed and complex subject matter knowledge of a specific program area or specialized system inherent to the operations of the department.

The Account Clerk differs from the Office Assistant class in that the primary duties of the Account Clerk involve the application of mathematical skills and ability, and the interpretation and application of rules and procedures requiring sustained, frequent, and intensive use of financial, statistical, and numerical data and information. The Office Assistant class performs a wide variety of general office support duties in which the use of mathematical ability is incidental to their primary function and most frequently performed duties.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- As lead-worker, instructs employees in the interpretation and application of laws, regulations, policies, and procedures related to fiscal and statistical record-keeping and reporting for the department's programs, automated systems, or department payroll and administrative reporting; prioritizes and manages workload distribution; acts as technical resource on more difficult problems or specialized issues; monitors quality and timeliness of unit work; identifies and provides individual instruction to co-workers for work deficiencies; provides feedback to supervisor as requested.
- Assists the public by answering inquiries about policies and procedures; obtains information, resolves discrepancies or errors, disperses relevant information, or refers client to the appropriate personnel or location; explains the proper use of forms, documents, and reports.
- Prepares statistical, fiscal, and case record reports required by state, federal, and local agencies; assists with compilation of budget information including work and time records; gathers and arranges information by extracting from source documents or computer reports, and arranging in understandable, presentable, or prescribed format.
- Receives and verifies bills, invoices, vouchers, purchase orders, claims, and related

materials; tabulates amounts; codes data for processing; posts revenue and expenditures to daily journals and control registers; adjusts accounts, proofs and

balances total against off-setting total or source materials; traces and corrects errors.

- Maintains financial, statistical, work, time, payroll information, and case record information.
- Handles money transactions such as collecting and disbursing monies and other negotiable items related to the department's programs and agency operations; maintains records of receipts; checks, balances, and reconciles cash statements and computerized reports; processes documents such as invoices, purchase orders, and other records.
- Answers telephone to provide, elicit, or verify information or data.
- May operate automated systems to produce notices, checks, graphs, charts, letters, reports, legal documents, spreadsheets, and standardized forms that are required for the maintenance of fiscal and statistical reports.
- May trouble-shoot problems relating to automated systems.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Advanced mathematics such as complex decimal, fraction, and percentage formulas and calculations..
- Grammar, vocabulary, spelling, punctuation and composition.
- Office and department practices, procedures, programs, services, policies, regulations, and automated systems.
- Laws, rules, and regulations governing the maintenance of account, fiscal, and case records in the area assigned.
- Programs, goals, and purpose of the assigned department.
- Principles of lead supervision and training.
- Methods and techniques used in researching, proofing, evaluating, gathering, organizing, and arranging data.
- Common spreadsheet and database software packages.

Ability to:

- Verify, compile, reconcile, and interpret the more difficult and complex financial and statistical data.
- Make arithmetic computations with speed and accuracy. Calculate solutions to math problems including addition, subtraction, division, multiplication, percentages, decimals, and fractions.
- Lead and train subordinate employees effectively.
- Establish and maintain effective working relationships.
- Understand and apply specific rules, codes, regulations, procedures, policies, and precedents.

- Select, interpret, and explain regulations and procedures to others.
- Communicate effectively both verbally and in writing.
- Use independent initiative and discretion in organizing and completing work.
- Research, proof, evaluate, gather, organize, and arrange a diversity of information.
- Perform a variety of more difficult fiscal and statistical record keeping assignments.
- Maintain journals, ledgers, and complex accounting and case records.

MINIMUM QUALIFICATIONS (Education and/or Experience)

Two (2) years of full-time experience performing office support duties relating to fiscal, statistical, and case record maintenance, with one (1) year of experience at the journey level.

DRIVER LICENSE REQUIREMENT

Some positions in this classification may require possession of a valid California driver's license. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.